

STATE OF CALIFORNIA

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

Base Year Modification Request Certification

Part 1: Generation Study - No Extrapolation Diversion Data

To request a substitution for a previously approved base year used in calculating the diversion rate for your jurisdiction, please complete and sign this form and return it to your Office of Local Assistance (OLA) representative at the address below, along with any additional information requested by OLA staff. When all documentation has been received, your OLA representative will work with you to prepare for your appearance before the Board. If you have any questions about this process, please call (916) 341-6199 to be connected to your OLA representative.

Mail completed documents to:

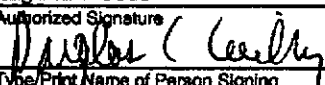
California Integrated Waste Management Board  
Office of Local Assistance  
1001 I Street, (MS-25)  
PO Box 4025  
Sacramento, CA 95812-4025

General Instructions:

Please select the ONE choice below that best explains your request to the Board.

- ☐ 1. Use a recent generation-based study to calculate our current reporting year generation amount, but not officially change our existing Board-approved base year.
- ☒ 2. Use a recent generation-based study to officially change our existing Board-approved base year to a new base year.

The shaded cells on these sheets are protected. If you have problems using these sheets, please contact your Office of Local Assistance representative by calling (916) 341-6199.

Section I: Jurisdiction Information and Certification			
All respondents must complete this section.			
I certify under penalty of perjury that the information in this document is true and correct to the best of my knowledge, and that I am authorized to make this certification on behalf of:			
Jurisdiction Name Laguna Woods		County Orange	
Authorized Signature 		Title	
Type/Print Name of Person Signing	Date	Phone ( ) Include Area Code	
Douglas C. Reilly, Assistant City Manager	9/19/2002	949-639-0561	
Person Completing This Form (please print or type)		Title	
Michael Ballet, Consultant			
Affiliation:	Consultant to City for solid waste issues		
Mailing Address	City	State	ZIP Code
24264 El Toro Road	Laguna Woods	California	92653
E-Mail Address <a href="mailto:dreilly@lagunawoodscity.org">dreilly@lagunawoodscity.org</a>			

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**Section I: Jurisdiction Information and Certification**

*All respondents must complete this section.*

I certify under penalty of perjury that the information in this document is true and correct to the best of my knowledge, and that I am authorized to make this certification on behalf of:

Jurisdiction Name		County	
Laguna Woods		Orange	
Authorized Signature		Title	
Type/Print Name of Person Signing		Date	Phone ( ) Include Area Code
Doug Reilly, Assistant City Manager		9/19/2002	949-639-0561
Person Completing This Form (please print or type)		Title	
Michael Balliet, Consultant			
Affiliation:	Consultant to City for solid waste issues		
Mailing Address	City	State	ZIP Code
24264 El Toro Road	Laguna Woods	California	92653
E-Mail Address <a href="mailto:dreilly@lagunawoodscity.org">dreilly@lagunawoodscity.org</a>			

<b>Section II: Information for New Generation-Based Study for Existing or New Base Year</b> <b>Attach additional sheets if necessary—reference each response to the appropriate cell number (e.g., "4").</b> <i>Note: New base years must be representative of a jurisdiction's disposal and diversion.</i>	
<b>1. Current Board-approved existing base year:</b> <div style="border: 1px solid black; padding: 2px; min-height: 30px;">N/A</div>	<b>2. Proposed new generation-based study year:</b> <div style="border: 1px solid black; padding: 2px; min-height: 30px;">2000</div>
<b>3. Explain how the proposed generation study year is representative of average annual jurisdiction disposal and diversion:</b> <div style="border: 1px solid black; padding: 5px; min-height: 60px;"> Laguna Woods was incorporated in March 1999. Calendar year 2000 provides the first full year's waste generation data for our jurisdiction. </div>	

<b>4. Enter diversion rate information below.</b>			
<b>Diversion rate calculated using existing base year</b>	<b>a. N/A %</b>	<b>Diversion rate calculated using new generation-based study</b>	<b>b. 56 %</b>
<b>For existing base year pounds/person/day based on generation</b>	<div style="border: 1px solid black; padding: 2px; min-height: 30px;">N/A</div>	<b>For new generation based study pounds/person/day based on generation</b>	<div style="border: 1px solid black; padding: 2px; min-height: 30px;">7.87</div>
<b>Residential generation %</b>	<b>Non-Residential generation %</b>	<b>Residential generation 91% %</b>	<b>Non-Residential generation 9% %</b>
<b>Population existing generation-based study</b>		<b>Population new generation-based study 16,507</b>	
<b>5. If there is an increase from 4a to 4b, please explain how the new diversion rate is consistent with your current diversion implementation efforts. If the proposed new generation tonnage results in an increase in your pounds/person/day, please explain how this is consistent with your current diversion implementation efforts and provide any examples (e.g., change in jurisdiction's demographics).</b> <div style="border: 1px solid black; padding: 5px; min-height: 100px;"> This is the first base year study performed by our newly incorporated jurisdiction. </div>			
<b>6. If the difference between the proposed diversion rates in 4a and 4b is greater than 5 percentage points, please explain the specific reasons for the difference. (For example: new/improved curbside diversion programs.)</b> <div style="border: 1px solid black; padding: 5px; min-height: 150px;"> N/A </div>			

<b>7. Disposal Tonnage (enter values):</b>	9414.64 Residential	1111.8 Non-Residential	<b>10526</b> <b>Total</b>
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Please select the **ONE** choice below that best explains your **disposal** data and complete the required tables.

☐ a. All tons claimed are from the Board's Disposal Reporting System (No explanation required. Go to Section 8.)

☐ b. All tons claimed are from a 100 percent audit of hauler and self-haul tonnage. (Please complete Reporting Year Tonnage Request and Modification Certification sheet found at [www.ciwmb.ca.gov/LGCentral/Forms/rytnmdrq.doc](http://www.ciwmb.ca.gov/LGCentral/Forms/rytnmdrq.doc))

☒ c. Some Disposal Reporting System data were corrected. (Please complete Reporting Year Tonnage Modification Request and Certification sheet found at [www.ciwmb.ca.gov/LGCentral/Forms/rytnmdrq.doc](http://www.ciwmb.ca.gov/LGCentral/Forms/rytnmdrq.doc))

8. In the table below, list the summarized diversion activities, and diversion data records that support your claim and are available for Board audit. **Note: The Board expects the jurisdictions to be able to provide all back-up documentation, if requested.** Include type of record and location—for example, weight tickets from transfer stations. This section should capture all diversion tonnage (form will perform all addition calculations). If any diversion is from restricted wastes, agricultural wastes, inert solids [e.g., concrete, asphalt, dirt,] white goods, and scrap metal, please identify those programs/waste types and fill out Section 10. Please mark as Attachment 8 all copies of survey forms.

\*Please provide detailed Non-Residential waste information in Section 9.

**Note: The Board has indicated that it will be scrutinizing total source reduction amounts greater than 5% of total generation. Please be prepared to provide additional details substantiating your claim.**

Diversion Activity	Actual tons	Relative Percent to Total Generation	Specific Material Type(s) (List operation w/multiple materials in one box)	Specific Conversion Factor Used (if any) and Source	Type of Record and Location of Record
Please use the Board's program types. The program type glossary is online at: <a href="http://www.ciwmb.ca.gov/LGCentral/Paris/Codes/Reduce.htm">www.ciwmb.ca.gov/LGCentral/Paris/Codes/Reduce.htm</a>	(A)	(A/Total Generation)			
<b>Residential Source Reduction Activities</b>					
Backyard composting					
Grasscycling	3342	14.1%	Yardwaste - Use of self-mulching mowers on turf acreage	6 tons per acre per year - U.C. Study	Facility data @ PCM. Diversion data @ City.
<b>Other Residential Source Reduction (list each program separately)</b>					
		0.0%			
		0.0%			
		0.0%			
		0.0%			
		0.0%			
<b>Subtotal, Residential Source Reduction</b>	<b>3342</b>	<b>14.1%</b>			
<b>Residential Recycling Activities</b>					
Curbside Recycling	3124	13.2%	Newspaper, magazines, glass, plastic & aluminum beverage containers		PCM data
Buyback Centers	110	0.5%	Glass, plastic & aluminum beverage containers		Dept. of Conservation
Drop-off Centers					

Diversion Activity	Actual tons	Relative Percent to Total Generation	Specific Material Type(s) (List operation w/multiple materials in one box)	Specific Conversion Factor Used (if any) and Source	Type of Record and Location of Record
Please use the Board's program types. The program type glossary is online at: <a href="http://www.ciwmb.ca.gov/LGCentral/Paris/Codes/Reduce.htm">www.ciwmb.ca.gov/LGCentral/Paris/Codes/Reduce.htm</a>	(A)	(A/Total Generation)			
<b>Other Residential Recycling (list each program separately)</b>					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
<b>Subtotal, Residential Recycling</b>	<b>3234</b>	<b>13.6%</b>			
<b>Residential Composting Activities</b>					
<b>Green Waste Drop-off</b>	5530	23.3%	All greenwaste material hauled to Leisure World Composting Facility.		Professional Community Management (PCM) internal records at their offices.
<b>Curbside Green Waste</b>					
<b>Christmas Tree Program</b>					
<b>Other Residential Composting (list each program separately)</b>					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
<b>Subtotal, Residential Composting</b>	<b>5530</b>	<b>23.3%</b>			
<b>Subtotal, Residential Diversion</b>	<b>12106</b>	<b>51.0%</b>			
<b>Non-Residential Source Reduction Activities:</b>					
<b>Non-Residential Waste Audits*</b>	133	0.6%	See Section 9	See Section 9	See Section 9
<b>Other Non-Residential Source Reduction (list each program separately)</b>					
Enter Program name					
Enter Program name					
Enter program name					
Enter program name					
Enter program name					
<b>Subtotal, Non-Residential Source Reduction</b>	<b>133</b>	<b>0.6%</b>			

Diversion Activity	Actual tons	Relative Percent to Total Generation	Specific Material Type(s) (List operation w/multiple materials in one box)	Specific Conversion Factor Used (if any) and Source	Type of Record and Location of Record
Please use the Board's program types. The program type glossary is online at: <a href="http://www.ciwmb.ca.gov/LGCentral/Paris/Codes/Reduce.htm">www.ciwmb.ca.gov/LGCentral/Paris/Codes/Reduce.htm</a>					
<b>Recycling</b>	(A)	(A/Total Generation)			
<b>Non-Residential Waste Audits*</b>	825	3.5%	See Section 9	See Section 9	See Section 9
<b>Other Non-Residential Recycling (list each program separately)</b>					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
<b>Subtotal Non-Residential Recycling</b>	825	3.5%			
<b>Non-Residential Composting</b>					
<b>Activities</b>					
<b>Non-Residential Waste Audits*</b>	126	0.5%	See Section 9	See Section 9	See Section 9
<b>Other Non-Residential Composting (list each program separately)</b>					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
<b>Subtotal Non-Residential Composting</b>	126	0.5%			
<b>Subtotal Non-Residential Diversion</b>	1084	4.6%			
<b>Residential/Non- Residential Diversion Activities</b>					
ADC					
Sludge					
Scrap Metal					
Construction and Demolition					
Landfill Salvage					
<b>Subtotal Residential/ Non-Residential Diversion</b>	0	0.0%			
<b>Total Res/Non-Res Source Reduction Tons</b>	3475	14.6%			
<b>Total Diversion Tons</b>	13190	55.6%			
<b>Total Disposal Tons from Sec.7</b>	10526	44.4%			
<b>Total Generation Tons (Div+Dis)</b>	23717				
<b>Diversion Rate</b>	56%				

### 9. Specific Non-Residential Sector Waste Audits--Top 10 Non-Residential Generators

Please complete this table for the top 10 non-residential generators that were surveyed. List each non-residential generator separately from largest to smallest, based on total diversion tons. Audit reference number ties to your audit sheets.

(Table will perform all addition calculations).

Type of Non-Residential Generator	Audit Reference Number	Specific/Major Diversion Activities Include Material Type (e.g., paper recycling, grasscycling). (List activities on one line)	Source Reduction Tons	Recycling Tons	Composting Tons	Total Diversion Tons	Percent of Total Generation (Total Diversion Tons/Total Generation in Section 8)	Survey Method Phone (P) Mail (M) On-site (O) Other ____
Supermarket	1	Recycling = Back haul of recyclables. Composting = Foodwaste composted off-site. Source Reduction = Donations	19.5	240.5	126	386	1.6%	O
Supermarket	2	Recycling = Back haul of recyclables. Source Reduction = Donations	20.7	237.4		258.1	1.1%	O
Home Supply	3	Recycling = Bale & sell OCC. Cut down and sell damaged wood. Sell broken pallets. Reuse plastic pots. Source Reduction = Repair/Scrap used items	25.2	71.25		96.45	0.4%	O
Fire Station	4	Recycling = Mixed material program through trash hauler.		46		46.36	0.2%	O
Supermarket	6	Recycling = Bale & sell OCC. Sell broken pallets to recycler. Damaged items returned to reclamation facility. Source Reduction = Out of date food returned to vendors for donations.	8	27		35.13	0.1%	O
Landscaped Firm	Referred to in SRRE Narrative	Source Reduction = Take greenwaste to mulching facility. Use self-mulching mowers. City contracted landscaper.	6		28	34.08	0.1%	P
Office Supply	5	Recycling = Bale & Recycle OCC. Sell/give broken pallets to recycler. Recycle toner cartridges.		32		31.73	0.1%	O
Drug Store	7	Recycling = Recycle OCC. Donate produce and kitchen spoilage. Sell/give broken pallets to recycler.		27		27.43	0.1%	O
Shoe Repair	9	Recycling = OCC scavenged. Source Reduction = Repair shoes	20	1		20.25	0.1%	O
Thrift Shop	10	Source Reduction = Sell donated items.	19			18.57	0.1%	O
<b>Totals</b>			<b>117.27</b>	<b>682.75</b>	<b>154.08</b>	<b>954.1</b>	<b>4.0%</b>	

Also provide an attachment 9 which includes all of the generators surveyed. Include for each generator (use type of generator in lieu of specific business name) diversion activity and material type and associated tonnage for each diversion activity/material type, and applicable conversion factors/sources. Include copies of survey form(s) used.

Summarize the non-residential diversion activities for the top 10 generators quantification methodology, and applicable conversion factors and sources (e.g., cardboard recycling: quantified by monthly tonnage receipts provided by the contact person at the business).

Four (4) of the top 10 generators have internal recycling programs that primarily back-haul recyclable material to a central warehouse for consolidation and recycling. The second most common type of recycling program is use of a recycling company to collect source separated materials (utilized by three generators). The remaining three (3) generators utilize source reduction activities to achieve diversion. We used internal company diversion records where available. If these records were not available, we worked with the generator to establish a conservative estimate of the volume of material recycled. We then applied an appropriate conversion factor from the CIWMB approved Diversion Study Guide (i.e. loose cardboard @ 50.08 lbs. per cubic yard, mixed paper @ 363 lbs. per cubic yard, etc.).



**10.** For each restricted waste type (i.e., agricultural waste, inert solids, [e.g. concrete, asphalt, dirt, etc.] scrap metals and white goods [PRC section 41781.2]) and associated program, please provide the following information:

**a.** If the diversion program started on or after January 1, 1990, complete the following table.

**Note:** *program name refers to one specific diversion program for that waste type (e.g., "Diversion conducted by city public waste dept.)."*

Restricted Waste Type	Specific Program Name	Year Started	Tonnage
White Goods ▼	Home supply store removal and recycling of old appliances	1999	25
White Goods ▼	Storage facility selling abandoned appliances	1999	1
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			

**b.** If the diversion program started before January 1, 1990 - and if documentation on the program and waste type has not been approved by the Board - on a separate sheet marked "Attachment 10b", provide the documentation that indicates:

- How the diversion was the result of a local action taken by the jurisdiction, which specifically resulted in the diversion (PRC sec. 41781.2 [c] [1]).
- That the amount of that waste type diverted from the jurisdiction in 1990 was less than or equal to the amount of that waste type disposed at a permitted disposal facility by the jurisdiction in any year before 1990. (**Note:** this criterion is applicable to the entire jurisdiction, not to individual programs (PRC sec. 41781.2 [c] [2]). Please include documentation.
- That the jurisdiction is implementing, and will continue to implement, the diversion programs in its source reduction and recycling element.

**Note:** *If documentation for a waste type and program has already been approved by the Board, you do not have to provide an attachment 10b for that waste type and program.*

Instead please provide date of Board approval of previously submitted information. \_\_\_\_\_ (Date)

If documentation is not available, go to 10d.

**c.** If the diversion program started before January 1, 1990, and the documentation requested in 10b is available (but not yet approved by the Board), complete the table below for each program claimed:

Restricted Waste Type	Specific Program Name	New Base Year or Reporting Year Diversion Tonnage
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		

**d.** If the diversion program started before January 1, 1990, and the documentation requested in 10b is not available, please complete the table below for each program claimed. **Note:** *Only the difference between the new base year/reporting year and 1990 can be counted in the diversion rate calculation.*

Restricted Waste Type	Specific Program Name	New Base Year or Reporting Year Tonnage	1990 Diversion Tonnage	Difference
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				